

Guide to OfficeCalendar Online & OfficeCalendar Mobile for BlackBerry

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OfficeCalendar Online

What is OfficeCalendar Online?

OfficeCalendar Online provides the functionality to view your Outlook calendars, contacts and tasks via the web, from anywhere at any time. Just like accessing Outlook folders on your desktop, OfficeCalendar Online allows you to see, edit and delete your personal and shared Outlook calendars, contacts and tasks Online via a web browser. This feature is exclusive to [OfficeCalendar Premium Maintenance & Upgrade Protection Plan](#) subscribers and provides an invaluable way for those who need constant access to Microsoft Outlook to see and modify their schedules, contact information and task lists but simply do not have access to their computer with Microsoft Outlook installed due to travel, working from home, or other reasons.

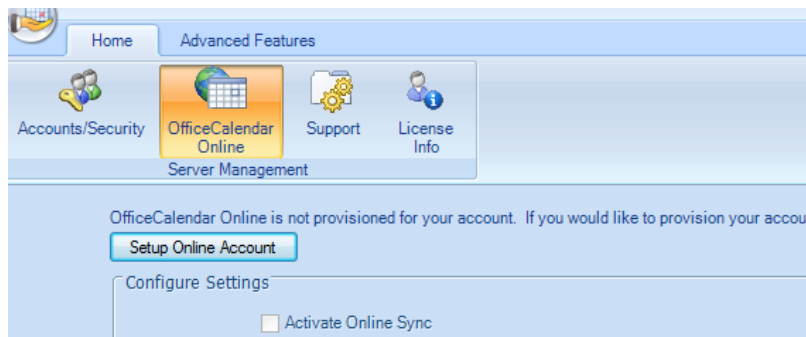
OfficeCalendar Online also includes a built-in web services for synchronizing data between Outlook/OfficeCalendar and BlackBerry smartphone devices.

*****If you are using OfficeCalendar OnDemand you do not need to create an OfficeCalendar Online Account as it is done automatically for you. Refer to your Administrator's Document (generated from your OfficeCalendar Admin Console) to locate your OfficeCalendar Online URL if needed.**

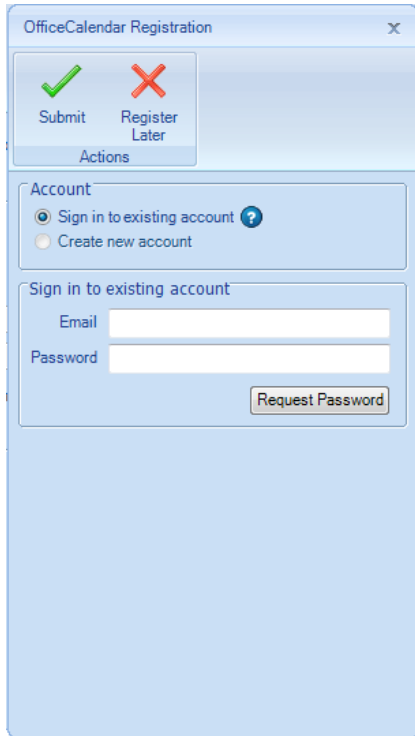
Creating an OfficeCalendar Online Account

If you are a licensed OfficeCalendar User...

1. Open your OfficeCalendar Admin Console; click on the **OfficeCalendar Online** icon; and click the **Setup Online Account** button...

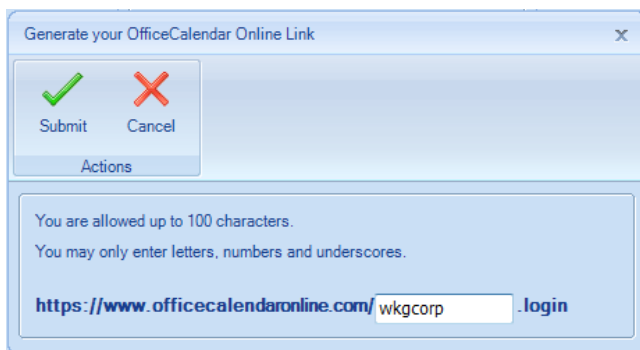


2. You will now see the registration screens for OfficeCalendar Online once your OfficeCalendar installation is complete. Please read the OfficeCalendar Online license agreement; click **I agree to the terms of this license agreement** radio button. Then click **Continue**.
3. Enter in the email address and password that we have on file for your OfficeCalendar customer account. Then click **Submit**.



The 'OfficeCalendar Registration' dialog box features a title bar with a close button. Below the title bar is an 'Actions' section containing a green checkmark icon next to a 'Submit' button and a red 'X' icon next to a 'Register Later' button. The main area is divided into two sections: 'Account', which has radio buttons for 'Sign in to existing account' (selected) and 'Create new account'; and 'Sign in to existing account', which contains input fields for 'Email' and 'Password', and a 'Request Password' button.

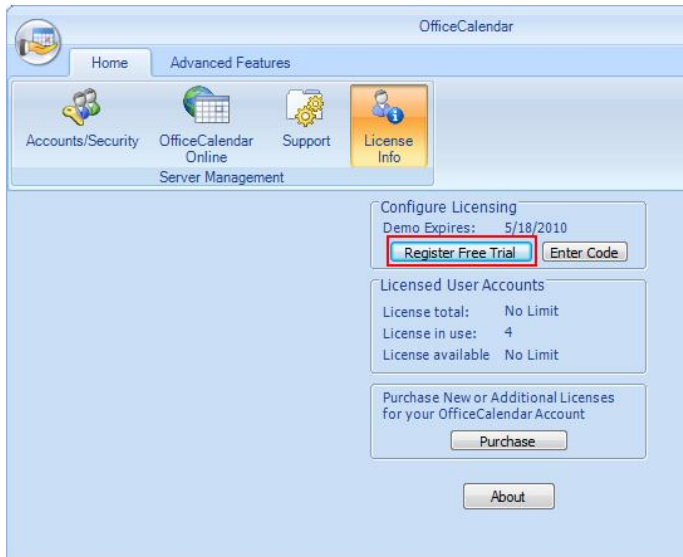
...you'll be asked to supply a unique name for OfficeCalendar Online account URL if you have not do so already. Enter the name; and click **Submit**.



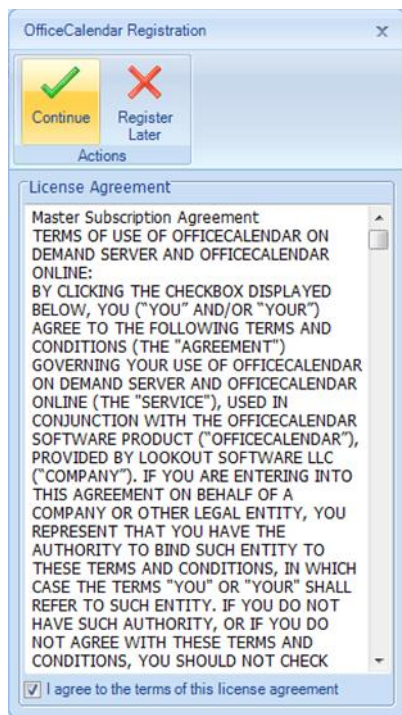
The 'Generate your OfficeCalendar Online Link' dialog box has a title bar with a close button. It includes an 'Actions' section with a green checkmark icon next to a 'Submit' button and a red 'X' icon next to a 'Cancel' button. The main area contains instructions: 'You are allowed up to 100 characters.' and 'You may only enter letters, numbers and underscores.' Below this is a text input field containing 'https://www.officecalendaronline.com/' followed by a text box with 'wkgcorp' and a '.login' suffix.

If you are a OfficeCalendar Trial User...

1. Open your OfficeCalendar Admin Console and click on the **License** Info icon in the Home tab...

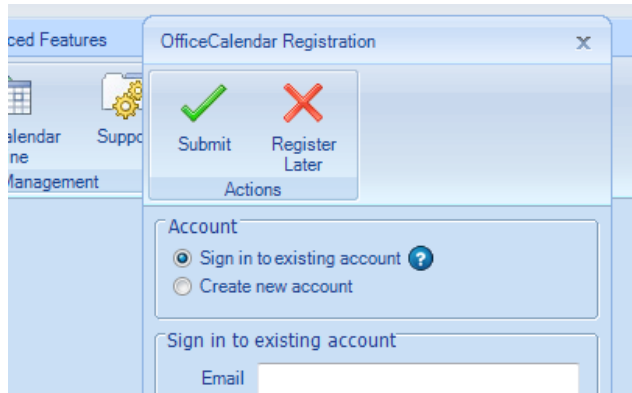


2. You will now see the registration screens for OfficeCalendar Online. Please read the OfficeCalendar Online license agreement; click **I agree to the terms of this license agreement** checkbox; and then click **Continue**.



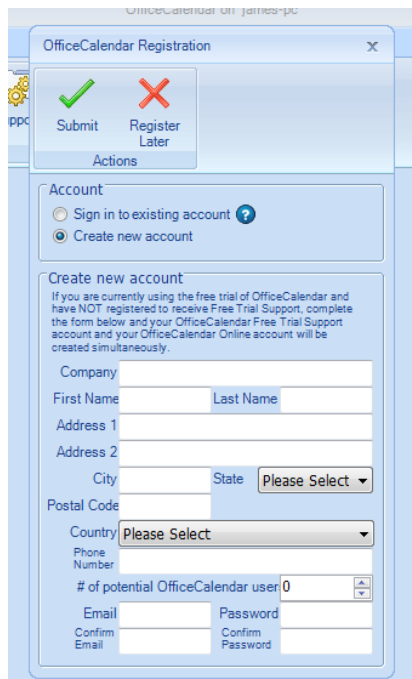
3. OfficeCalendar Online is an optional feature that allows OfficeCalendar users to access and edit their Outlook shared calendars, contacts and tasks online while away from the office. OfficeCalendar Online is free to use during the OfficeCalendar trial period, and we encourage all trial users to test this feature. Please follow the steps for the option most appropriate for you:

- a. If you previously registered your OfficeCalendar Online account, make sure the **Sign in to existing account** option is selected. Then enter in the email address and password that you provided during your registration. Then click **Submit**.



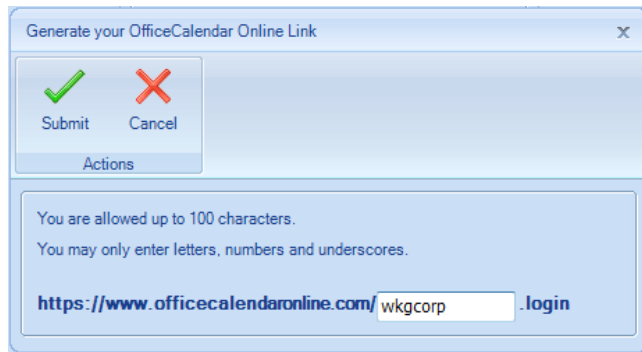
The image shows a screenshot of the 'OfficeCalendar Registration' dialog box. At the top, there are two buttons: 'Submit' (with a green checkmark icon) and 'Register Later' (with a red X icon). Below these is a section titled 'Account' with two radio button options: 'Sign in to existing account' (which is selected) and 'Create new account'. Below the 'Sign in to existing account' option, there is a text input field labeled 'Email'.

- b. If you did not register online for your OfficeCalendar Free Trial Support account while downloading your OfficeCalendar trial, you can register now for both free trial support and your organization's OfficeCalendar Online trial account. Make sure the option for **Create new account** is selected, and enter in your registration information. Then click **Submit**.



The image shows a screenshot of the 'OfficeCalendar Registration' dialog box with the 'Create new account' option selected. The 'Account' section shows 'Create new account' as the selected radio button. Below this, there is a section titled 'Create new account' with a paragraph of text: 'If you are currently using the free trial of OfficeCalendar and have NOT registered to receive Free Trial Support, complete the form below and your OfficeCalendar Free Trial Support account and your OfficeCalendar Online account will be created simultaneously.' Below this text is a form with the following fields: 'Company', 'First Name', 'Last Name', 'Address 1', 'Address 2', 'City', 'State' (a dropdown menu with 'Please Select' as the current selection), 'Postal Code', 'Country' (a dropdown menu with 'Please Select' as the current selection), 'Phone Number', '# of potential OfficeCalendar users' (a numeric input field with '0' entered), 'Email', 'Confirm Email', 'Password', and 'Confirm Password'.

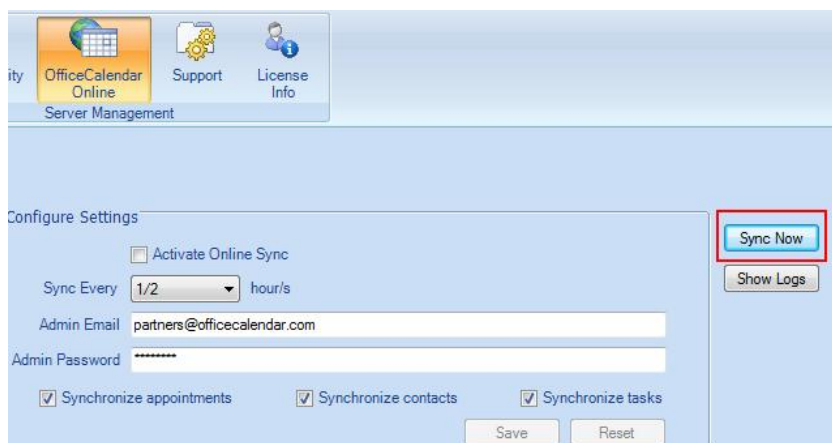
4. Upon submitting your OfficeCalendar Online registration information you will be asked to create a unique name for your organization's OfficeCalendar Online account. Enter a unique name (most people use their company name or initials assuming it's available); and click **Submit**.



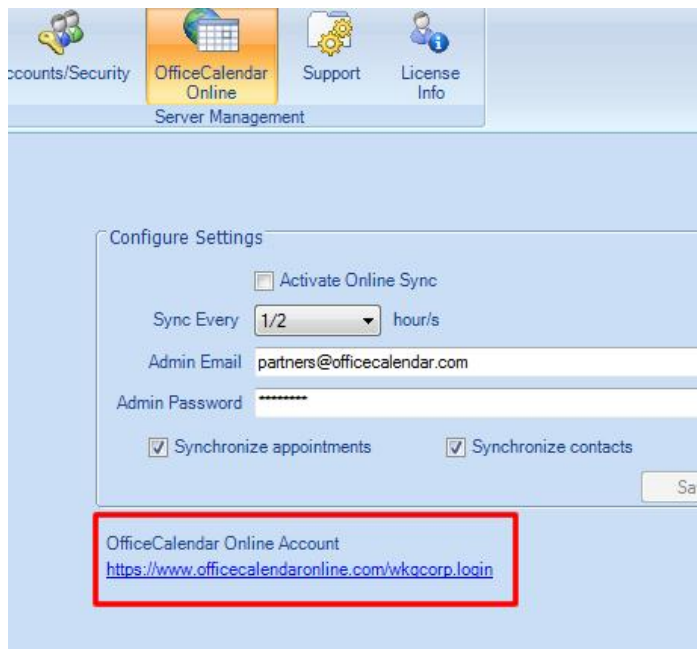
Configuring your organization's OfficeCalendar Online account

Once you've created an OfficeCalendar Online account for your organization, you'll need to activate the OfficeCalendar Online sync process and configure the OfficeCalendar Online sync settings in the OfficeCalendar Administration Console.

1. Open the OfficeCalendar Administration Console and click on the **OfficeCalendar Online** icon in the *Home* tab.
2. Click the **Sync Now** button to synchronize all users' information to your organization's OfficeCalendar Online account.



3. A popup dialog will appear notifying you that synchronization with your organization's OfficeCalendar Online account has occurred. Click **OK**.
4. You and all other users that have been created in the OfficeCalendar Administration Console can now begin logging into their OfficeCalendar Online account to access their individual and shared Outlook calendar, contact and task folders. You can find your unique login URL to your organization's OfficeCalendar Online account by clicking on the **OfficeCalendar Online** icon in the OfficeCalendar Administration Console.




5. To log into your OfficeCalendar Online account, simply browse to your organization's OfficeCalendar Online login URL. Users can log in using the User Name and Password assigned to them in the OfficeCalendar Administration Console. For more information about using OfficeCalendar Online, please refer to the OfficeCalendar Installation and User Guide. You can download the user's guide at <http://officecalendar.fileburst.com/documents/ocuserguidev7.pdf> if you have not done so already.

NOTE: If a user logs into their OfficeCalendar Online account before syncing their Outlook client information with the OfficeCalendar Server, their online calendar, contact and task folders will at first appear blank. Once the user syncs their Outlook client with the OfficeCalendar Server, their Outlook folder information will appear in OfficeCalendar Online. Calendar information will be available for all future and recurring appointments, and for past appointments up to 30 days prior to the current date.

OfficeCalendar Online Update Notice

Since this document was last written OfficeCalendar Version 8 was released adding the synchronization of Outlook Notes in addition to Calendar, Contact and Tasks.

Accessing your Outlook Calendars, Contacts, Tasks and Notes with OfficeCalendar Online

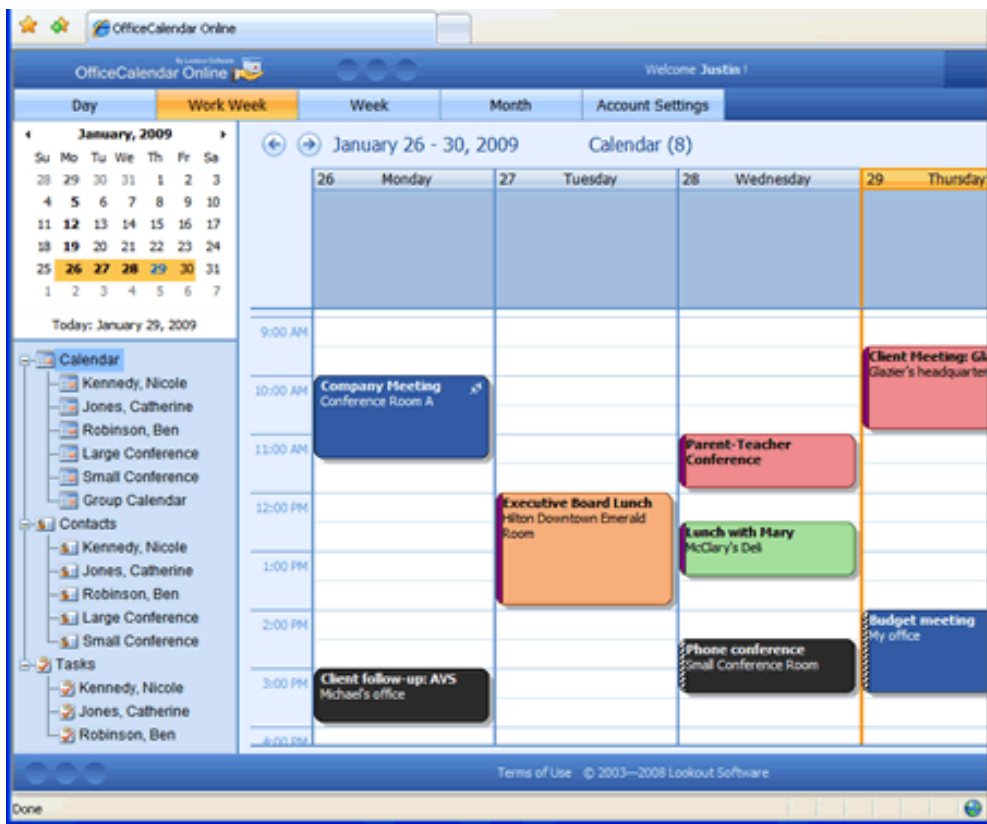
Once you have performed your first OfficeCalendar Online synchronization , you can access your Outlook calendars, contacts tasks, and notes via the web using your organization's OfficeCalendar Online account. Once logged in online, you can also create, edit and delete items in your Outlook calendar, contact, task and notes folders. Changes made in your copy of Outlook and in OfficeCalendar Online are synchronized to stay current with one another.

Although the login URL for your organization's OfficeCalendar Online is the same for all users in your organization, user login credentials are unique to each user. To log in to OfficeCalendar Online and access your personal and shared Outlook calendars, contacts, tasks and notes you will use your OfficeCalendar user name and password (the same login you used to synchronize OfficeCalendar).

1. Open your web browser, and type in the unique OfficeCalendar Online URL created for your organization. If you aren't familiar with this URL, contact your OfficeCalendar account administrator; the login URL can be found under the **OfficeCalendar Online** tab in the OfficeCalendar Administration Console.
2. Type in your OfficeCalendar user name and password that is unique to your OfficeCalendar user account.




3. Once you have logged in, you can begin viewing and editing your personal and shared Outlook calendar, contact and task folders via the web. The Outlook information shown in each calendar, contact and task folder will be as recent as your last synchronization to the OfficeCalendar Server and OfficeCalendar Online through the OfficeCalendar toolbar in Outlook. **(Note: Calendar information will be available for all future and recurring appointments, and for past appointments up to 30 days prior to the current date.)**




Synchronizing OfficeCalendar and OfficeCalendar Online

The OfficeCalendar Server resides on a local computer, but OfficeCalendar Online is a hosted service. To synchronize changes between the two you must “tell” each part what changes have been made by synchronizing each part separately.

To instantly synchronize all of your Outlook folder information to OfficeCalendar Online you must manually update it using the OfficeCalendar Online button in the OfficeCalendar toolbar. OfficeCalendar will only update OfficeCalendar Online with the most recent information that was available during the last OfficeCalendar sync. If you have made changes since the last OfficeCalendar sync, please click to the OfficeCalendar sync button in the toolbar  first before synchronizing to OfficeCalendar Online if you would like those changes to be available online.

1. Open Microsoft Outlook
2. Click the Synchronize OfficeCalendar Online icon.



You'll notice that the synchronization icon will change states to  while your Outlook is synchronizing with the OfficeCalendar Online Server. Once the synchronization is complete it will change back to its original state. You will not notice any changes in Microsoft Outlook.

If you make changes to your Outlook calendar, contact or task folders in OfficeCalendar Online, you can instantly update those changes in your copy of Outlook.

1. Open Microsoft Outlook
2. Click the Synchronize OfficeCalendar Online icon.



3. After the OfficeCalendar Online icon changes back to its normal state, click the Synchronize OfficeCalendar icon.

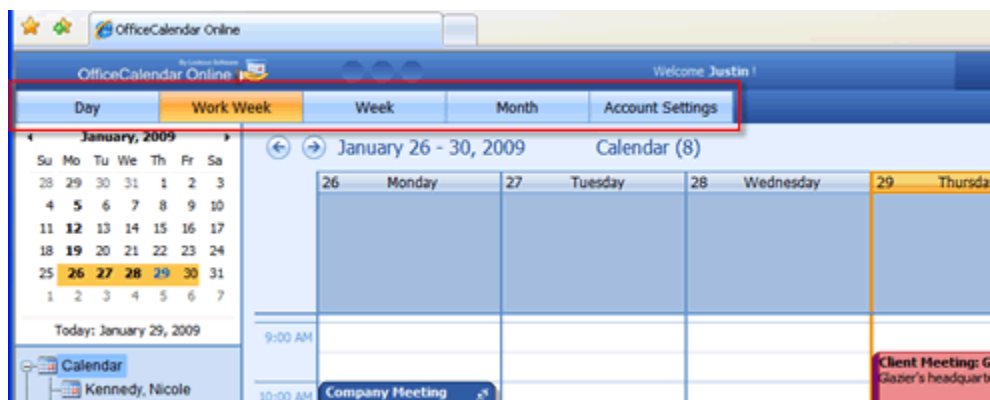


All of the changes you made online to your Outlook calendars, contacts and tasks will be available in Outlook. Any changes you made to your shared Outlook calendars, contacts and tasks will be viewable to other users during the next sync to OfficeCalendar and OfficeCalendar Online.

Using OfficeCalendar Online

Once you have logged into your OfficeCalendar Online account, there are several things you can do from here. Most importantly you can view, create, edit and delete not only your personal and shared Outlook calendar, but you can also view, create, edit and delete your personal and shared Outlook Contact and Task folders.

OfficeCalendar Online also offers several views for your Outlook folders. You can see your calendars by Day, Work Week, Week and Month views, and navigation from date range to date range is as easy as if you were using Outlook.



Accessing your Outlook folder list is simple. Just click on the calendar, contact or task folder you would like to view and information in that folder will appear in your browser.

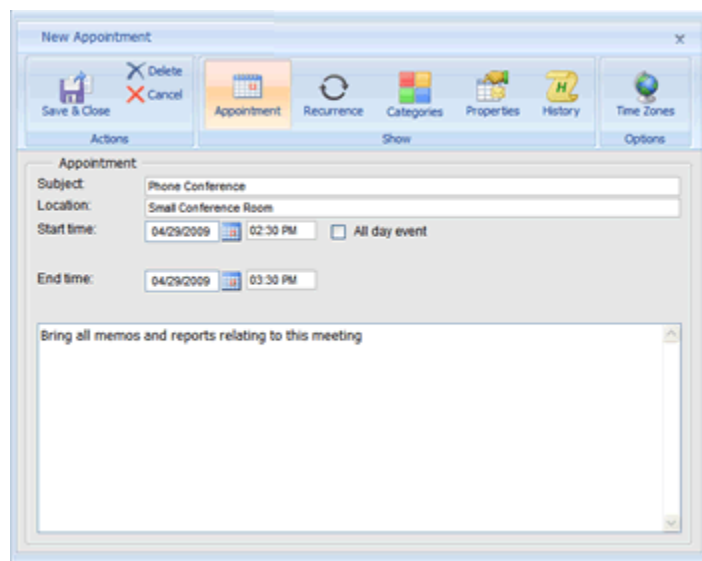


Editing Outlook Calendars, Contacts, Tasks and Notes Online

Once you have logged into your OfficeCalendar Online, you can modify and edit your personal and shared Outlook Calendar, Contacts, Tasks and Notes folders.

Creating a new Outlook calendar appointment

1. Log into OfficeCalendar Online.
2. Click on the Outlook Calendar folder or sub-folder where the appointment will be created.
3. Double-click the time slot on the calendar where you would like the new appointment to occupy. The **New Appointment** dialog will appear.*
4. Fill in the calendar details and click **Save and Close**.



*If you double-click in an Outlook calendar sub-folder and nothing happens, this means that you do not have access to create an appointment in this user's Calendar folder. Please have your OfficeCalendar Administrator check your security rights in the OfficeCalendar Administration Console (see ***Setting a User's Security Rights in OfficeCalendar*** on page 40).

Editing or deleting an existing Outlook calendar appointment

1. Log into OfficeCalendar Online.
2. Click on the Outlook calendar folder or sub-folder where the appointment is located.
3. Double-click the appointment you need to modify or delete. The appointment dialog will appear.*
4. Modify the calendar details and click **Save & Close**. Or click **Delete** to delete the appointment.

*If you open an existing calendar appointment and the Save & Close and/or Delete actions are inactive, this means that you do not have access to edit and/or delete an appointment in this user's Calendar folder. Please have your OfficeCalendar Administrator check your security rights in the OfficeCalendar Administration Console (see ***Setting a User's Security Rights in OfficeCalendar*** on page 40).

Options available in an online Outlook calendar appointment

When creating or editing an appointment in OfficeCalendar Online, you are presented with several options in the appointment ribbon to add details to the appointment.

Recurrence: This option is for appointments that will have a recurrent pattern.

Categories: Here you can assign an appointment one or more color categories, which are set in the **Account Settings** tab in OfficeCalendar Online (for more information on this feature, see page 100).

Properties: Select whether the appointment is Busy, Tentative, Low/Normal/High Importance, etc.

History: This is a log of all of the changes that the appointment has undergone since its creation. For more information on Tracking History, see section ***“Appointment Notifications and Tracking History”*** on page 81.

Time Zones: This adds time zone information options to the appointment start and end times. This is useful if an appointment time is starting in one time zone and ending in another.

Creating a new Outlook contact

1. Log into OfficeCalendar Online.
2. Click on the Outlook Contacts folder or sub-folder where the appointment will be created.
3. Double-click inside the empty blue area in Contacts folder. The **Contact** dialog will appear.*
4. Fill in the contact details and click **Save and Close**.

The screenshot shows the 'Contact' dialog box with the following details:

- General Tab:**
 - Full Name...: Tom Anderson
 - Company: VCA Ventures
 - Job title: Sales rep
 - File as: Anderson, Tom
- Internet:**
 - E-mail 1: tanderson@vcav.com
 - Web page address: http://www.vcaventures.com
- Phone numbers:**
 - Business: 555-289-8410
 - Company:
 - Home:
 - Mobile:
- Addresses:**
 - Business: 55102 Corporate Drive, San Marino, CA 88103
 - View... button
 - ☒ This is the mailing address

*If you double-click in an Outlook contact sub-folder and nothing happens, this means that you do not have access to create a contact in this user's Contacts folder. Please have your OfficeCalendar Administrator check your security rights in the OfficeCalendar Administration Console (see ***Setting a User's Security Rights in OfficeCalendar*** on page 40).

Editing or deleting an existing Outlook contact

1. Log into OfficeCalendar Online.
2. Click on the Outlook Contacts folder or sub-folder where the contact record is located.
3. Double-click the contact you need to modify or delete. The contact dialog will appear.*
4. Modify the contact details and click **Save & Close**. Or click **Delete** to delete the contact.

*If you open an existing contact record and the Save & Close and/or Delete actions are inactive, this means that you do not have access to edit and/or delete a contact in this user's Contacts folder. Please have your OfficeCalendar Administrator check your security rights in the OfficeCalendar Administration Console (see ***Setting a User's Security Rights in OfficeCalendar*** on page 40).

Options available in an online Outlook contact

When creating or editing a contact in OfficeCalendar Online, you are presented with several options in the contact ribbon to add details to the contact.

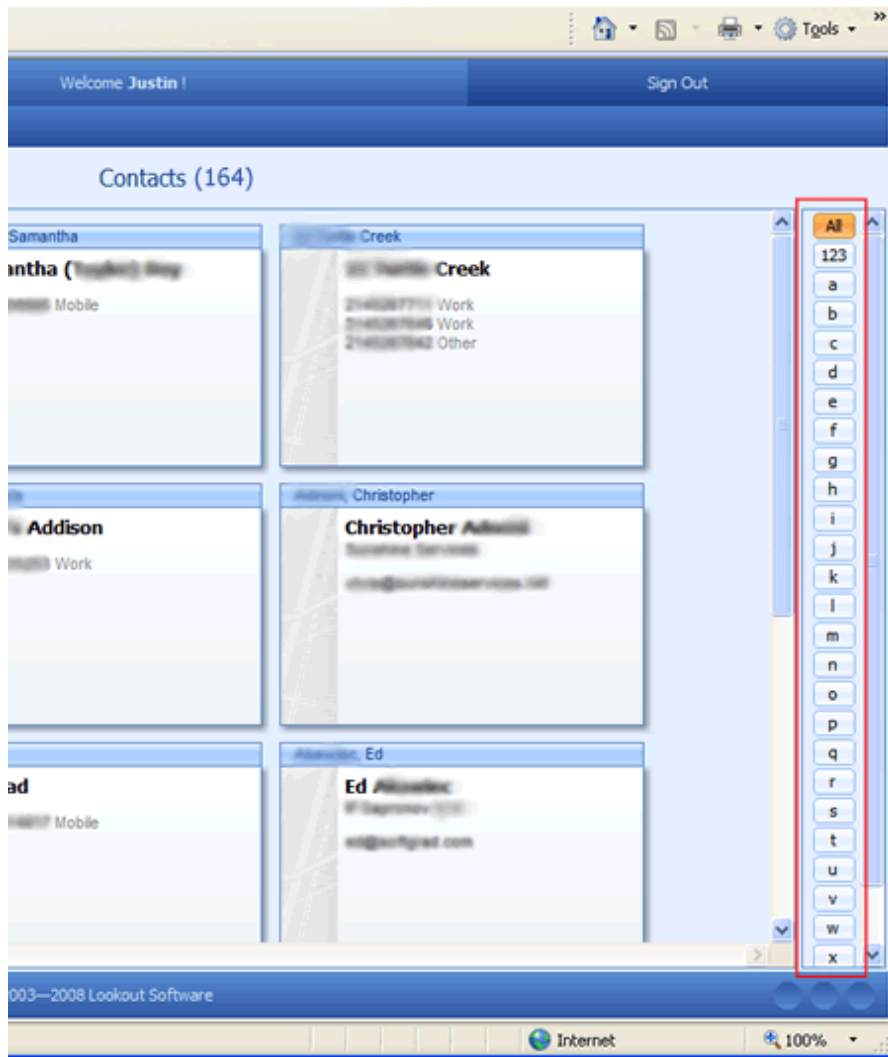
Details: This gives the contact record additional details, such as Department, Manager's Name, Nickname, etc.

Categories: Here you can assign a contact one or more color categories, which are set in the **Account Settings** tab in OfficeCalendar Online (for more information on this feature, see page 100).

Notes: Write any additional details in this area.

Properties: This shows the Importance and other contact details.

Also, your Outlook contact folders can be filtered alphabetically while viewing your shared contact information.



Creating a new Outlook task

1. Log into OfficeCalendar Online.
2. Click on the Outlook Tasks folder or sub-folder where the task will be created.
3. Double-click inside the empty white area in Tasks folder. The **Task** dialog will appear.*
4. Fill in the task details and click **Save and Close**.

The screenshot shows the 'Task' dialog box with the 'General' tab selected. The 'Actions' group contains 'Save & Close', 'Delete', and 'Cancel'. The 'Show' group contains 'General', 'Details', 'Categories', and 'Properties'. The 'General' tab fields are as follows:

Field	Value
Subject	Update employee directory for HR
Start Date	05/01/2009
Due Date	05/15/2009
Status	Not Started
Priority	Low
% Complete	0%
Complete	<input type="checkbox"/>
Owner	Catherine
Notes	

*If you double-click in an Outlook task sub-folder and nothing happens, this means that you do not have access to create a task in this user's Tasks folder. Please have your OfficeCalendar Administrator check your security rights in the OfficeCalendar Administration Console (see ***Setting a User's Security Rights in OfficeCalendar*** on page 40).

Editing or deleting an existing Outlook task

1. Log into OfficeCalendar Online.
2. Click on the Outlook Tasks folder or sub-folder where the task record is located.
3. Double-click the task you need to modify or delete. The task dialog will appear.*
4. Modify the task details, then click **Save & Close**. Or click **Delete** to delete the task.

*If you open an existing task record and the Save & Close and/or Delete actions are inactive, this means that you do not have access to edit and/or delete a task in this user's Tasks folder. Please have your OfficeCalendar Administrator check your security rights in the OfficeCalendar Administration Console (see ***Setting a User's Security Rights in OfficeCalendar*** on page 40).

Options available in an online Outlook task

When creating or editing a task in OfficeCalendar Online, you are presented with several options in the task ribbon to add details to the task.

Details: This gives the task record additional details, such as Mileage, Billing Information, etc.

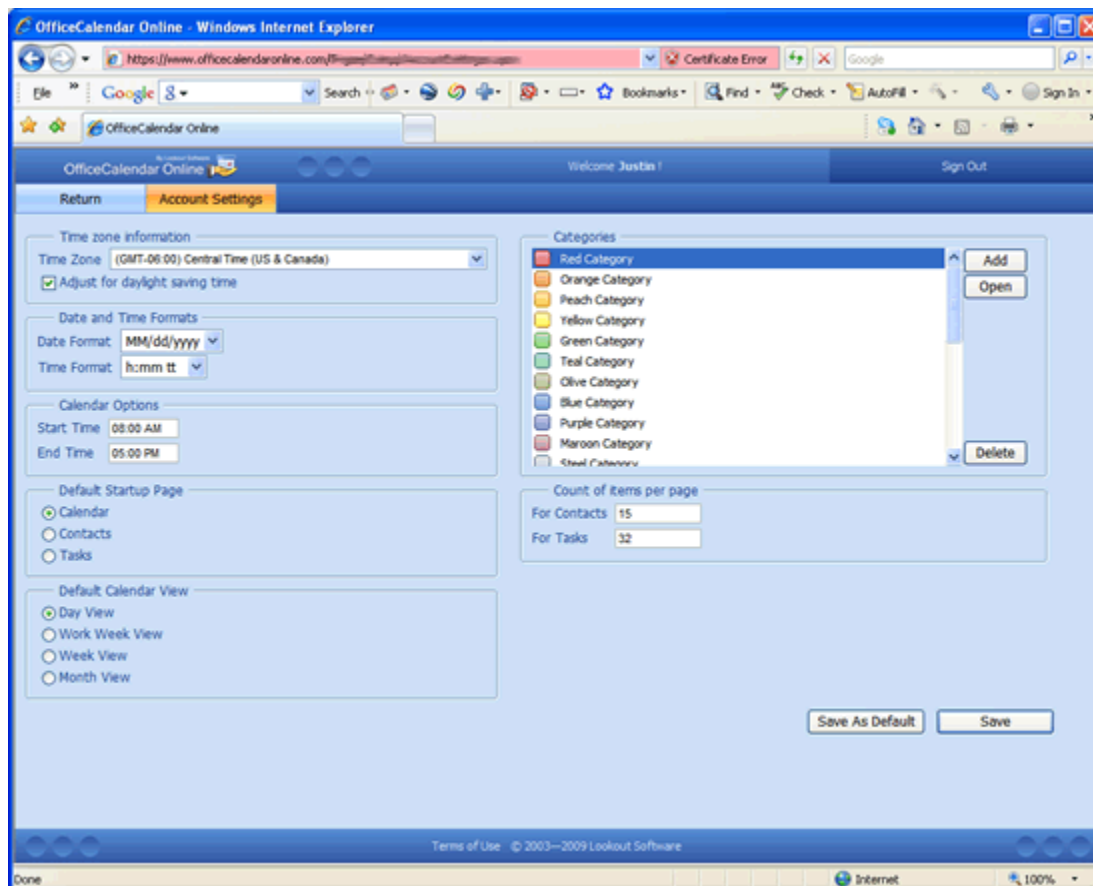
Categories: Here you can assign a task one or more color categories, which are set in the **Account Settings** tab in OfficeCalendar Online (for more information on this feature, see page 100).

Properties: This shows the Importance and other task details.

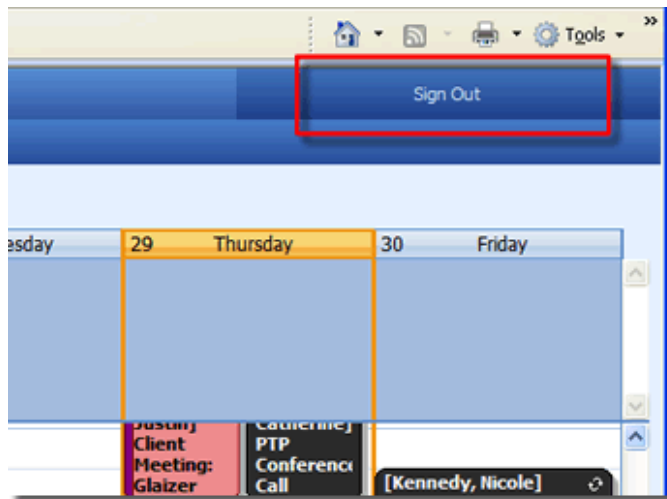
Account Settings tab

The **Account Settings** tab in your OfficeCalendar Online account is used to set your time zone information, Daylight Savings Time preference, date and time formats, calendar default start and end times, item counts per page, and personal default views for when you first sign in to OfficeCalendar Online.

You can also assign unique color categories for your Calendar folder appointments in the Account Settings tab. OfficeCalendar Online will automatically sync all default Outlook calendar colors, but if you have changed the color assignments in your Outlook you will need to assign them under the Account Settings tab as well so the corresponding color will appear in your OfficeCalendar Online Calendar.



To sign out of your OfficeCalendar Online account, simply click **Sign Out** in the top right corner of the screen.



OfficeCalendar Mobile for BlackBerry smartphone devices

OfficeCalendar Mobile for BlackBerry Update Notice

Since this document was last written OfficeCalendar Version 8 was released adding the synchronization of Outlook Notes in addition to Calendar, Contacts and Tasks.

What is OfficeCalendar Mobile for BlackBerry?

You already get your emails delivered to your BlackBerry wirelessly through your cell phone carrier, but still have to connect your BlackBerry to your computer with a USB cord in order to sync it with your Outlook calendar, contact and task information. This means you don't get updates to these valuable folders when other people edit them while you're out of the office; and others don't see your updates until you get back into the office.

OfficeCalendar Mobile for BlackBerry solves this problem and gives you total freedom to move about freely...allowing you to send and receive calendar, contact and task folder updates wirelessly (Over-the-Air).

The new OfficeCalendar Mobile for BlackBerry application is designed specifically for BlackBerry devices and enables them to wirelessly (over-the-air) sync contact, task and calendar information between your Outlook/OfficeCalendar installation and BlackBerry smartphone device. With OfficeCalendar Mobile for BlackBerry you get full two-way over-the-air wireless synchronization between your BlackBerry and your calendar, contact and task folders. Thus, if someone at the office adds an appointment to your calendar while you are out and about, the new appointment will wirelessly sync to your BlackBerry. If you add an appointment to your BlackBerry while out and about, other users will see it in your shared calendar folder or from Microsoft Outlook or OfficeCalendar Online.

What do you need to run OfficeCalendar Mobile for BlackBerry

The following items are needed in order to use OfficeCalendar Mobile for BlackBerry:

- OfficeCalendar installation with an OfficeCalendar Online Account
- A Supported BlackBerry Device (see next topic below for list) with an active wireless Internet data plan
- A copy of OfficeCalendar Mobile for BlackBerry installed on your BlackBerry

List of supported devices...

- BlackBerry Torch 9800 (v6.0.x.x);
- BlackBerry Storm 9530 (v4.7.x.x);
- BlackBerry Bold 9000 (v4.6.x.x);

- BlackBerry Curve 8900 (v4.6.x.x);
- BlackBerry Curve 8300 Series:
 - BlackBerry Curve 8300;
 - BlackBerry Curve 8310;
 - BlackBerry Curve 8320 (v4.5.x.x);
 - BlackBerry Curve 8330;
 - BlackBerry Curve 8350i;
- BlackBerry Pearl Flip 8200 Series:
 - BlackBerry Pearl Flip 8220 (v4.6.x.x);
 - BlackBerry Pearl Flip 8230;
- BlackBerry Pearl 8100 Series:
 - BlackBerry Pearl 8100;
 - BlackBerry Pearl 8110;
 - BlackBerry Pearl 8120 (v4.5.x.x);
 - BlackBerry Pearl 8130;
- BlackBerry 8800 Series:
 - BlackBerry 8800;
 - BlackBerry 8820 (v4.5.x.x);
 - BlackBerry 8830;
- BlackBerry 8700 Series (v4.5.x.x):
 - BlackBerry 8700c;
 - BlackBerry 8700g;
 - BlackBerry 8700r;
 - BlackBerry 8703e;
 - BlackBerry 8705g;
 - BlackBerry 8707g;
- And many more...

IMPORTANT: Turn off your BlackBerry Desktop Manager's synchronization of calendar, contacts and tasks

Before installing and using OfficeCalendar Mobile for BlackBerry please disable all other **Calendar**, **Contact (Address Book)**, and **Tasks** synchronization processes between your BlackBerry and Microsoft Outlook. The most common process for this is through the BlackBerry Desktop Manager. You can continue to sync anything between Outlook and your BlackBerry other than these items. However, two separate applications syncing the same items (calendar, contacts, tasks) between Outlook and your BlackBerry would likely result in duplicate entries.

Also, please note that, at this time, the OfficeCalendar Mobile for BlackBerry application will only sync with the default Calendar, Contact and Task folders for each specified Outlook/OfficeCalendar user. There currently is no option for syncing Outlook/OfficeCalendar sub-folders.

Installing and Configuring the OfficeCalendar Mobile for BlackBerry application on your BlackBerry smartphone device

Step 1: Install OfficeCalendar Mobile for BlackBerry on Your BlackBerry Device

1. From your BlackBerry's web browser go to the following URL:
<http://www.officecalendar.com/bb>.
2. Click on the **Download** button from the *Download OfficeCalendar Mobile for BlackBerry* web page and follow any on-screen prompts.



Step 2: Configure your OfficeCalendar for BlackBerry to connect with your OfficeCalendar Online Account

1. Open the OfficeCalendar Mobile for BlackBerry Application by clicking on OfficeCalendar Mobile for BlackBerry icon.

Note: You will find OfficeCalendar Mobile for BlackBerry icon in one of two places, depending on your BlackBerry's Operating System.

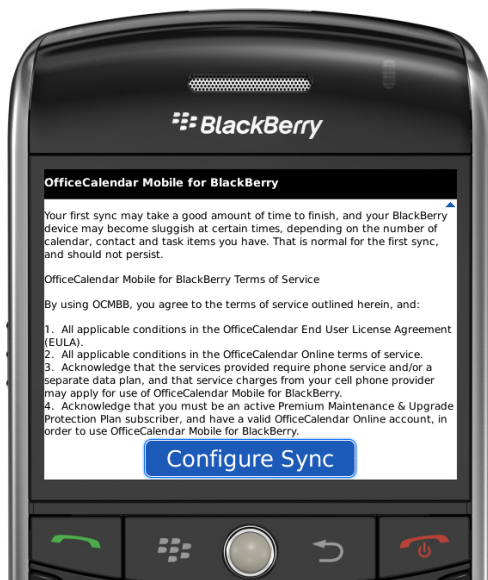
If your operating system resembles the image below you'll find it on the desktop...



If your operating system resembles the image below you'll find in the **Downloads** folder...



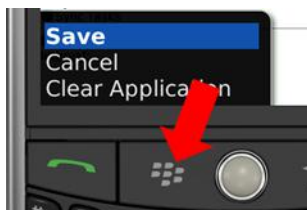
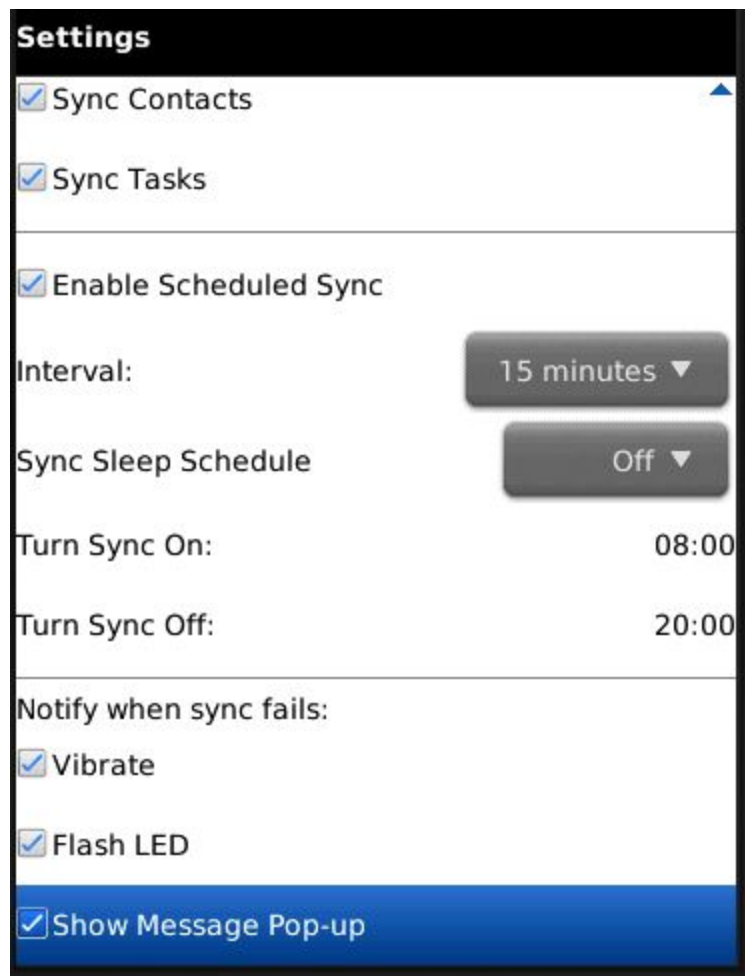
2. Carefully read through the *Welcome* message and click the **Configure Sync** button.



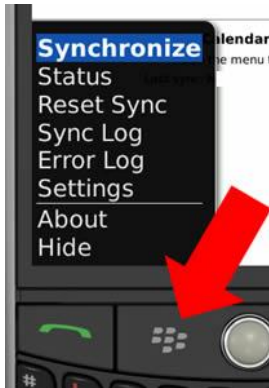
3. Enter your OfficeCalendar **Online Account Name**, **Username**, **Password** and other sync settings details; click the BlackBerry menu key and click **Save**.

Note: **Online Account Name** refers to the name of your OfficeCalendar Online Account. For example, if the URL for OfficeCalendar Online account is

<https://www.officecalendaronline.com/wkgcorp.login> ... **wkgcorp** would be your Online Account Name. **Username** and **Password** refer to your OfficeCalendar Username and Password created by the administrator in the OfficeCalendar Admin Console.



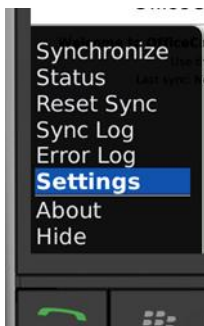
4. Manually run your first sync by clicking on the BlackBerry menu key (while the OfficeCalendar application is open); and then clicking on the **Synchronize** button.



Changing your OfficeCalendar Mobile for BlackBerry application Sync Settings

To change sync settings for your OfficeCalendar Mobile for BlackBerry application...

1. Open the OfficeCalendar Mobile for BlackBerry application; click on the BlackBerry menu key; and click **Settings** menu option.



2. Change your settings; click on the BlackBerry menu key; and click the **Save** menu option.

